

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. -S000013	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #S000013				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review											
d. First Level Review				Forestry Aid		GS		462		3	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision Region						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						U.S. OPM GEG for Aid & Tech Work in the Bio. Sci, dtd Dec. 62 GS 462, TS-111, Dec. 91					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
FPL GS-03 Standard Position Description-Servicewide. Approved FF Retirement in the Primary category under 5 USC 8336(c) and 8412(d) by DOI, FF/LE Retirement Team Spec. on 12/18/00.											
25. Description of Major Duties and Responsibilities (See Attached)											

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Standard Position Description #000013

Forestry Aid, GS-462-3

Introduction

This is a standardized position description intended for use in the U.S. Fish and Wildlife Service (Service). The purpose of the position is fire control/extinguishment and involves such activities as fire prevention, detection, suppression, dispatching, and prescribed burning.

Major Duties

Firefighting (80-100% of Duty Hours)

Works with higher-grade employees in the application of basic firefighting practices, and maintains fire tools, equipment, and fire caches. Keeps property control records for firefighting equipment. In accordance with directions and instructions, performs specific, repetitive tasks as part of a crew, such as helping dig and clear ground to assist other workers in line construction for fire suppression operations. Takes part in safety and other team training activities. Involves attacking, containing, controlling, and mopping up fires.

Other Duties (0-20% of Duty Hours)

When not involved with fire related activities, assists higher-level workers in the performance of such project work as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

Assists higher level workers in forestry research efforts; in the marketing of forest resources; or in the scientific management, protection, and development of forest resources.

Factor 1 - Knowledge Required by the Position

Working knowledge of general procedures related to the technical aspects of fire control that may be applicable to a range, forest, or other wildland environment.

Working knowledge of the basic methods and techniques related to forestry.

Ability to follow instructions and perform recurring fire support duties with little discretion to deviate.

Ability to meet and deal on day-to-day matters with co-workers and public land users in order to exchange information.

Factor 2 - Supervisory Controls

Receives specific instructions and detailed work assignments from supervisor or higher-grade employees who outline the procedures to follow and results desired. Guidance is available regarding methods, practices, and procedures. Work is frequently reviewed for compliance with instructions and established work procedures.

Factor 3 - Guidelines

Receives written guidelines and oral instructions at the beginning of each new or changed task. Instructions cover work methods, procedures, and desired results. Guidelines are directly applicable and are adhered to with little judgment required for interpretation or deviation.

Factor 4 - Complexity

Performs a variety of frequently recurring tasks and procedures.

Factor 5 - Scope and Effect

The work involves performance of specific recurring tasks which facilitate the work of others engaged in prescribed burning and/or fire suppression.

Factor 6 - Personal Contacts

Personal contacts are primarily with co-workers, Federal land users, and landowners adjacent to Federal land.

Factor 7 - Purpose of Contacts

The purpose of contacts is the exchange of factual information.

Factor 8 - Physical Demands

Firefighting is extremely arduous and hazardous. The work requires regular and protracted periods of strenuous physical exertion, including carrying heavy objects that may weigh up to about 50 pounds; walking over uneven, rocky, or swampy ground; climbing; bending; stooping; hacking through underbrush; and using heavy tools for long periods of time.

Factor 9 - Work Environment

Most work is performed outdoors in a forest and/or rangeland setting. Terrain ranges from flat and swampy to steep and rocky, and is sometimes covered with thick, tangled vegetation, trees, and grasses. Temperature extremes, smoke, and dust are frequently severe. The hazardous nature of the work requires the use of protective gear and clothing (boots, hard hat, nomex clothing, gloves, etc.). The work is typically performed in isolated locations, which are often away from roads and water sources; camping is necessary for extended periods.

Note: Conditions of Employment

- S** Must obtain and continuously meet requirements for a National Interagency Fire Qualification System (NIFQS) rating of firefighter.
- S** Must attain the prerequisite physical stamina and strength needed to perform rigorous duties and must demonstrate physical abilities at the prescribed level annually.
- S** Preemployment and random drug testing are required.